

<p style="text-align: center;">Facilitated IEP Program <i>Instructions for Requesting a Facilitated IEP Meeting</i></p>

1. Fill out the information that pertains to you and sign the form.
2. Send the form to the other party to be completed and signed or submit it directly to the South Carolina Department of Education (SCDE), Office of Special Education Services (OSES). The OSES facilitation coordinator will contact the other party to see if they are willing to work with a facilitator to develop an acceptable IEP.
3. If parties fill out this form at the same time, the school district/agency will forward the form to the OSES.
4. Once the request form is signed by the parents and the school staff, the school district/agency schedules an IEP meeting at a mutually agreeable time and place, and faxes the notice of the meeting and the current IEP to the OSES. The notice will include the date, time, place and address of the meeting. The OSES requires that parties requesting a facilitator do so at least 10 working days before the scheduled date of the IEP meeting to give the OSES facilitation coordinator time to confirm that both parties agree to use facilitation; locate an available facilitator; and gather and share relevant information. The OSES facilitation coordinator will make every attempt to locate a facilitator who is available during the time frame chosen by the IEP team. If no facilitator is available on this date, the IEP team may need to reschedule the meeting or proceed without the facilitator. Please note that a facilitated IEP meeting will not be scheduled if the facilitation coordinator determines that the issues identified by the parties are not related to the student's IEP or otherwise determines that facilitation is not an appropriate resolution option. In such cases, the facilitation coordinator will work with the parties to identify other resolution options.
5. For additional information, contact the OSES at 803-734-8224, or fax: 803-734-5021.

South Carolina Department of Education
Office of Special Education Services
1429 Senate Street
Room 808
Columbia, South Carolina 29201

Facilitated IEP Project *Request for Facilitated IEP Meeting*

- We request assistance in facilitating an IEP meeting.
- We know that using a facilitator is voluntary and cannot be used to delay or deny the parent or adult student's right to a due process hearing.
- Our goal is to write an acceptable IEP that focuses on the needs of the child.
- We understand that the facilitation will occur only if the minimally required team members are present.
- We agree not to call the facilitator to testify in any subsequent proceedings.
- The South Carolina Department of Education, Office of Special Education Services, provides a facilitator at no cost to the participants, to assist schools and parents in reaching consensus on an IEP.

Please Print

Student's Name

School District/Agency

Disability

Special Education Director's Name

DOB (optional) Age Grade

Address

Parent/ Guardian Name(s)

City State Zip

Address

Phone () _____

City State Zip

Fax () _____

Home () _____

Email

Work () _____

Fax () _____

Cell () _____

Special Education Director's Signature Date

Email

Parent/Adult Student's Signature Date

Our last IEP team meeting was on (date) _____. We have concerns about the following areas of the IEP:

___ identification, evaluation
___ present levels of education performance
___ goals and objectives
___ services

___ placement
___ accommodations/modifications
___ related services
___ assistive technology

___ progress reporting
___ transition
___ discipline/behavior
___ implementation of IEP

___ other _____

Briefly describe why a facilitator is needed for this meeting.

Parents and school districts/agencies should prepare for a minimum of three (3) hours when scheduling a Facilitated IEP Meeting. When there are a number of concerns/issues to discuss the meeting may exceed three (3) hours. Team members should be willing to stay until the agreed upon ending time, unless excused in writing by the school district/agency and parent. School districts/agencies must follow federal and state regulations regarding excusals. If it appears that additional time is needed to adequately discuss concerns/issues, the facilitation meeting may extend beyond the allotted time with all members in agreement.

Accessibility needs for the meeting (of the parent or student with a disability).

Translation Needs (Please specify): _____

Interpreter Needs (Please specify): _____

Accessibility Needs (Please specify): _____

Please describe the expected outcome of using a facilitator.

Authorization to Release Educational Data

If the party requesting facilitation is the parent, guardian, surrogate parent, or adult student with a disability, please sign the following release.

By agreeing to participate in a facilitated IEP meeting, I am authorizing School District/Agency _____ and its employees, agents and contractors to share the IEP and other relevant information about the student's identity, needs, and issues surrounding disagreements about educational programming with the OSES facilitation coordinator and assigned facilitator.

Signature

Date

A facilitated IEP meeting will not be scheduled until the OSES receives this signed authorization and the consent of both parties to proceed with facilitation.